



Campion School

Homework & Classwork (Marking & Feedback) Policy

Dated: Jan 2017

Review: Summer Term 2017



Homework and Classwork: Marking and Feedback **January 3rd 2017-April 7th - 2017**

Homework

Homework must be set by teachers in line with the whole school policy. See attached document.

Homework is used at Campion to reinforce or consolidate learning, to assess progress and to ensure pupils have prepared for their next lesson. Homework is also very good preparation for future study as it develops resilience and self-study skills.

Examples of good homework:

- Writing essays
- Reading and then summarising
- Answering questions from a text book or work sheet on work that was covered in class (reinforcement)
- Research then summarising
- Producing research powerpoints
- Reading and making notes in preparation for next lesson
- Exam papers and assessments

Examples of inadequate homework

- Asking pupils to answer questions on work that they have not been taught
- Reading without any summarising or reporting back
- Research without writing or summarising
- Watching videos
- Giving pupils long term projects without regular checking points.

Marking Homework – Key Changes

Between January 2017 and April 7th 2017 all homework that is not an assessment will be acknowledged by a teacher signature.

Homework should be clearly marked using '**HW**' in the margin (unless you are using a homework book)

If you set work that is an assessment (for example, A level/GCSE questions or papers that will be used to assess pupil progress or a BTEC assignment that must be marked in line with BTEC rules) then it must be marked by the teacher.

All other homework, will be peer assessed (as in maths) or acknowledged by a teacher signature.

Pupils not completing homework to a high enough standard must be given a detention.

Marking Classwork – Key Changes

- Classwork should be marked frequently. The current policy is once every 3 weeks.
- The books of pupils eligible for the pupil premium will be marked first.
- BTEC work will be marked in line with the whole school BTEC policy.
- When marking, teachers should correct spelling and grammatical errors.
- All pupils (KS3, 4 or 5) should be given assessments (in exam conditions) regularly and these should be marked. (This includes end of topic tests, exam questions).
- Written feedback to pupils is NOT necessary.
- Pupils do not need to write written responses to marking.
- Grades for classwork will be given using the BOCH scale - see details below.
- Teachers should feedback to pupils verbally in the most appropriate way e.g. whole class feedback, individual feedback, and small group feedback.
- The impact of verbal feedback will be evident in our pupils' books.
- Pupils missing work due to absence will be addressed by ensuring pupils are enrolled to lunchtime catch up or supported to catch up by the department.

The Quality of work in pupil books

These are requirements:

- 1) All pupils will have books free from any graffiti.
- 2) Pupil work will be neat and well presented.
- 3) All work will have a title and a date.
- 4) The title and date will be underlined with a ruler.
- 5) Work will be completed with a blue or black pen (unless otherwise instructed by a teacher).

BOCH Grades for classwork - Grades for classwork (taken from reporting system)

5 - 100% effort, Work is always set out well following the guidelines on margins, underlining etc. Shows independence when solving problems rather than relying on the teacher as the first port of call.

4 - Always puts in 100% effort and is never distracted from the tasks that have been set. Work is always set out well following the guidelines on margins, underlining etc

3 - Usually puts in a good effort and is rarely distracted from the tasks that have been set. Work is usually set out well following the guidelines on margins, underlining etc. Has a willingness to make good progress

2- Usually puts in an acceptable effort, but can be distracted from the tasks that have been set. Work can sometimes fall short of the guidelines on margins, underlining etc. Requires occasional teacher intervention to keep focus on achieving results.

1-Can often lose focus in class and can distract other pupils, particularly when finding the work challenging. Work is often below the expected standard in terms of using rulers, underlining and presentation. Regularly has unfinished work in exercise book due to lack of effort. Needs frequent teacher intervention to complete the minimum amount of work.

Example of good feedback and marking

Mr Jones has 30 Year 8 books. He signs homework during class time to ensure it is done. Any pupil without homework is given a detention.

He checks the books every 3 weeks to make sure there is no graffiti on them. He always marks PP books first. He ensures all titles are underlined and the work is well presented. He marks work and corrects grammar and spellings. He also checks for subject specific mistakes and misconceptions. He grades the 3 weeks of work with a number using the whole school reporting system.

Mr Jones speaks to the whole class and corrects misconceptions. He also speaks to individual pupils and small groups throughout his lessons to address issues he has found in their books.

Mr Jones rarely writes comments in his books and feeds back to pupils as a whole class and individually. When writing comments in books he keeps it concise – usually one sentence (if at all).

When Mr Jones is teaching his Year 11 or Year 13 class he sets an exam paper every 3 weeks and takes it in to mark in detail. He grades each one. This is important for assessment purposes. When teaching Y7-10 he sets end of topic tests that he marks and keeps records of the scores in his register.

When we look at his books we can clearly see that pupils are making progress. By half term you can see that pupils are able to answer more challenging questions, write more clearly than they did at the start of the term. Pupils take pride in their work and you can see that in his books.

FAQs

What is the point of homework?

Campion School believes that homework is essential to prepare pupils for future lessons and to reinforce learning that has taken place in class. Homework can also be used to assess pupil progress. In fact this is essential at Key Stage 4 and 5.

What if I want to mark every piece of work?

You can mark every piece of work in detail and give written feedback. However, it is not necessary. Teachers must mark pupil books every 3 weeks (Unless you are following exam board regulations e.g. controlled assessments or BTEC assignments). They must check for basic standards. Written feedback is not necessary. However, teacher should mark common spelling and grammatical mistakes.

I give pupils regular exam papers in class. Do I need to mark them all?

It is very important that pupils do regular exam papers. However, if you are assessing pupil progress then you will need to mark the assessment. If you are doing an activity with an exam paper that is more about pupils developing their exam technique then whole class feedback or peer assessment may be more appropriate.

Can pupils mark their own classwork/homework?

Yes. The maths department do this already. Assessments should not be marked by pupils.

I am teaching a BTEC subject and can only give limited feedback. What do I do?

If you are teaching a BTEC area you must adhere to the Edexcel BTEC feedback rules. The BTEC feedback form for each student should be completed by the teacher which details the feedback given by the teacher. Please see NH.

What will senior leaders be looking for during work trawls?

- Neat books, the absence of graffiti.
- All work sheets should be stuck into books or stored in neat (graffiti free) folders.
- Underlining of dates and titles.
- Regular marking – consistent with this document.
- Good quality homework that is set consistent with school policy.
- Pupils making progress.

I teach music, art or drama. Can I set more creative homeworks?

Yes. At Key stage 3 there is no requirement for non EBACC subjects to set homework. However, at Key Stage 4 and 5 the teachers of the arts must set homework that will lead to pupils making excellent progress in their examinations.

I teach English. Can I set reading homework?

Reading homework is fine as long as pupils summarise their reading. This would then be signed by the teacher.

I teach Science. Can I set research homework?

Yes. As long as it is written up.

How do I let students know that I'm really impressed by their work?

Praise does not need to be written on students work when marking. Praise can be given verbally and encourages success to be celebrated. Praise should use the school rewards systems as appropriate.

Allocate merits on SIMS using the tariff below:

In the classroom

Outstanding achievement in class work (inc. tests).	1 merit
Outstanding achievement in homework	1 merit
Outstanding effort	1 merit
<i>(The following should be over a reasonable period of time)</i>	
Consistent class work (inc. tests).	2 merits
Consistent homework	2 merits
Consistent effort	2 merits

Tell students you are awarding merits and what they are being awarded for.

Issue Golden Tickets.

Use your departmental rewards system. This might include postcards home, nomination for student of the week, month, half term etc.

If appropriate, send students to the Headteacher; they will be praised verbally and receive a letter home.

Remember, adults must **always be transparent in praising and rewarding students**. This is best achieved by using the standard praise and reward systems of your department policy and school policy. Gifts are NOT appropriate.

Is there a whole school approach to the marking of literacy?

Yes.

- ✓ - Good point made. Well done!
- // - New paragraph needed.
- - Punctuation error/ missing punctuation.
- SP - Spelling error - please correct.
- C - Capital letter needed here.
- ___ - This sentence doesn't make sense.